



COMMONWEALTH of VIRGINIA
Office of the Governor

Timothy M. Kaine
Governor

October 10, 2007

MEMORANDUM

TO: Local Government Administrators

FROM: The Honorable L. Preston Bryant, Jr. 
The Honorable Pierce R. Homer 

RE: Local Environmental Review for Highway Projects

We are writing regarding legislation enacted in 2007 that will affect highway construction projects undertaken by localities. Effective July 1, any county, city or town of the Commonwealth must conduct an environmental review of highway improvement projects. This is a result of amendments to section §10.1-1188 of the *Code of Virginia*. A copy of this section is enclosed. The purpose of our letter is to update you on our plans to assist localities with complying with this legislative requirement.

We are working to develop procedures for a streamlined local environmental review process. We will work with you and your colleagues to establish a local self certification process for review and comment by state natural and historic resource agencies of highway improvement projects undertaken by any county, city or town. This process will involve the local governments working directly with natural resource agencies prior to design of highway projects. We intend to incorporate these procedures in a revision of the Memorandum of Agreement between our offices that was developed in 1991 which currently only applies to highway projects funded by the Virginia Department of Transportation (VDOT). We anticipate completing the revisions to the Memorandum of Agreement by the end of the 2007 calendar year. A copy of the 1991 Memorandum of Agreement can be found on VDOT's website at: <http://virginiadot.org/business/resources/moa.pdf>. VDOT and the Department of Environmental Quality will provide technical assistance and training for local officials to ensure smooth implementation of this process.

These new requirements only apply to highway improvement projects where preliminary engineering was commenced after July 1, 2007. A list of projects that are exempt from the state environmental review process for highway projects is enclosed. These same exemptions will apply to highway projects undertaken by localities. Finally, these requirements do not apply to any improvement project or activity which is subject to the NEPA process or the existing State Environmental Review Process.

Local Government Administrators
Month Day, Year
Page 2

In the interim, we have agreed that when a locality follows the guidelines and completes a copy of the Preliminary Environmental Inventory Form listed on VDOT's "Environmental Compliance for Local Governments" website: http://virginiadot.org/business/environmental_requirements_localEnvCompliance.asp prior to selecting a final site and design, for its project and includes documentation to that effect in its public record and decision making process, it will have complied with the provisions of §10.1-1188 for any highway improvement projects initiated on or after July 1, 2007. Our revised Memorandum of Agreement will replace this letter later this year. Please be aware that complying with this interim process will not affect any requirement of a project sponsor to obtain and adhere to any applicable permits or approvals issued or granted by a federal, state or local governmental entity charged by law with responsibility for issuing permits or approvals regulating environmental impact and mitigation of adverse environmental impact.

If you have any questions about the guidance information or forms on VDOT's environmental compliance website, please contact the District Environmental Manager at the VDOT District where your project is located. A listing of VDOT's District Environmental Managers can be found at: http://virginiadot.org/business/Environmental_District_Contacts.asp.

We are looking forward to working with you on this important endeavor.

Enclosure

COPY: Virginia Association of Counties
Virginia Municipal League
Mr. David K. Paylor
Mr. David S. Ekern

[previous](#) | [next](#)

§ 10.1-1188. State agencies to submit environmental impact reports on major projects.

A. All state agencies, boards, authorities and commissions or any branch of the state government shall prepare and submit an environmental impact report to the Department on each major state project.

"Major state project" means the acquisition of an interest in land for any state facility construction, or the construction of any facility or expansion of an existing facility which is hereafter undertaken by any state agency, board, commission, authority or any branch of state government, including state-supported institutions of higher learning, which costs \$100,000 or more. For the purposes of this chapter, authority shall not include any industrial development authority created pursuant to the provisions of Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2 or Chapter 643, as amended, of the 1964 Acts of Assembly. Nor shall authority include any housing development or redevelopment authority established pursuant to state law. For the purposes of this chapter, branch of state government shall apply to any county, city or town of the Commonwealth only in connection with highway construction, reconstruction, or improvement projects affecting highways or roads undertaken by the county, city, or town.

Such environmental impact report shall include, but not be limited to, the following:

1. The environmental impact of the major state project, including the impact on wildlife habitat;
2. Any adverse environmental effects which cannot be avoided if the major state project is undertaken;
3. Measures proposed to minimize the impact of the major state project;
4. Any alternatives to the proposed construction; and
5. Any irreversible environmental changes which would be involved in the major state project.

For the purposes of subdivision 4 of this subsection, the report shall contain all alternatives considered and the reasons why the alternatives were rejected. If a report does not set forth alternatives, it shall state why alternatives were not considered.

B. For purposes of this chapter, this subsection shall only apply to the review of highway and road construction projects or any part thereof. The Secretaries of Transportation and Natural Resources shall jointly establish procedures for review and comment by state natural and historic resource agencies of highway and road construction projects. Such procedures shall provide for review and comment on appropriate projects and categories of projects to address the environmental impact of the project, any adverse environmental effects which cannot be avoided if the project is undertaken, the measures proposed to minimize the impact of the project, any alternatives to the proposed construction, and any irreversible environmental changes which would be involved in the project.

(1973, c. 384, § 10-17.108; 1974, c. 270, § 10.1-1208; 1977, c. 667; 1988, c. 891; 1991, c. 289; 1992, c. 887; 1997, c. 268; 2007, c. 896.)

[previous](#) | [next](#) | [new search](#) | [table of contents](#) | [home](#)

Projects/Activities Exempt from SERP

- All Federal-aid projects that qualify as programmatic categorical exclusions based on the most recent agreement with FHWA.
- The upgrade of fixed objects to the latest safety standards (“fixed objects” can be guard rails, sign posts, etc.)
- Road surface treatment, application of additional aggregate stabilization, prime and double seal surface treatments provided they are within existing right-of-way, addition of base stone to existing roadway and surface within existing pavement perimeters, roadway reclamation, strengthen existing pavement structure by plant mix overlap and no additional fill and/or widening occurs (“mix overlap” means the overlay of new asphalt on the existing pavement structure).
- Installation of flashing lights and gates at an at-grade railroad crossing.
- Installation of a traffic management system (involves the management of traffic flow by timing traffic signals and directional signs).
- Extend acceleration/deceleration lanes at interstate interchanges within the existing right-of-way fill prism.
- Improve pavement markings.
- Improve signing.
- Provide under bridge lighting.
- Install fiberglass reinforced plastic jackets (involves the covers to light poles and bridge abutments and involves no excavation or construction).
- Traffic simulation studies (technical studies involving no construction work).

- Construction of emergency turnouts on interstate routes.
- Lighting replacement for bridges and tunnels (projects involving original bridge lighting fixtures on bridges built prior to 1950 must be coordinated with the Virginia Department of Historic Resources).
- Removal and replacement of guardrails.
- Removal and replacement of guard walls, except for those on bridges (“guard walls” include combination retaining walls-usually concrete jersey wall).
- Modification to existing medians within the existing right-of-way (involves eliminating medians or median improvements involving crossings for safety).
- Spot/patch improvements (i.e. potholes).
- Improvements to turning radii.
- Installation of curb and gutter within the existing right-of-way.
- Entrances or expansion of commuter parking facilities.
- Noise abatement structures within the existing right-of-way.
- Retrofit improvements in tunnels.
- Installation of traffic counters.
- Park and Ride location studies.
- Construction of left turn lanes (notify DEQ-Air when the project is in a ozone or carbon monoxide non-attainment or maintenance area).
- Construction of right turn lanes within the existing right-of-way **or** that require less than a single lane width of new right-of-way (provided the Virginia Department of Historic Resources indicates in writing that

they have no record of historic resources at the intersection)(notify DEQ-Air when the project is in ozone or carbon monoxide non-attainment or maintenance area).

- Minor improvements to existing roads if pavement widening is equal or less than four feet **and** there are no vertical or horizontal realignments – there is no limit on right-of-way acquisition.
- Surface treatment of existing roads if pavement widening is equal to or less than four feet.
- Enhancement projects.
- Land Use Permit projects.
- Projects involving previously disturbed R/W.
- Projects that do not involve substantial land acquisition—FHWA PCE Agreement.

**MAINTENANCE ACTIVITIES LIST
MAINTENANCE REPLACEMENT**

MAINTENANCE REPLACEMENT ACTIVITIES	No coordination, discussion or submittal required with/to Environmental prior to beginning activity	Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity
<p>Maintenance Replacement is the function of restoring each type of roadway, structure, and facility as near as possible to its condition as constructed.</p> <p>Maintenance Replacement Activities are established to differentiate the major work from routine (or Ordinary) maintenance. It is defined as either those items involving continuous portions of roadway of 1,000 feet or more, or the renovation of specific portions of roadway or structures requiring extensive or unusual work.</p>		
GENERAL EXPENSES (SERIES 400)		
401 ENGINEERING: Salaries, expenses, and equipment rentals for field and office engineering, inspection and materials testing.	X	
402 INCLEMENT WEATHER: All expenses incurred as a result of non-productive time due to inclement weather.	X	
403 EXPENDABLE EQUIPMENT: Purchase and repair of small tools and non-rental equipment and similar items.	X	
404 BRIDGE SAFETY INSPECTIONS	X	
405 PAVEMENT MANAGEMENT: All cost incurred as a result of the pavement management program to include non-destructive testing, such as deflection readings.	X	
406 STRATEGIC HIGHWAY RESEARCH PROGRAM: All cost incurred related to the installation, operation and support services and research associated with the long-term Pavement Performance Program (LTPP).	X	
407 VEGETATION MANAGEMENT: Salaries and expenses of administrative personnel not attributable to specific road charges.	X	
SURFACE REPLACEMENT (SERIES 410)		
411 RECONDITION NON-HARD SURFACE ROADS: Restoration of surface roads on non-hard surfaced roads including necessary reshaping and reconditioning. This activity should be used only when the work is done by State Forces. This activity is for non-hard surfaced roads only.	X	
412 RECONDITIONING HARD-SURFACED ROADS: Includes all types of restoration and rehabilitation of base and/or surface to original condition. Examples include planning, milling, scarifying and rejuvenating the existing pavement.	X	
413 LIGHT BITUMINOUS RETREATMENTS: Seal coats applied to existing bituminous surfaces with the exception of slurry seal.	X	
414 HEAVY BITUMINOUS RETREATMENTS: Straight and penetration treatments applied to existing bituminous surfaces ranging between 165 lbs./yd. Tonnages that exceed 200 lbs./yd. Should be considered rehabilitation and charged to Activity 412.	X	
415 APPLICATION OF PLANT MIX: Application of plant mix to existing paved surfaces where the plant mix is to be a wearing surface. Application rate should not exceed 165 lbs./sq. yd.	X	
416 RECONDITION NON-HARD SURFACED ROADS: Restoration of surface material on non-hard surfaced roads where supplier with a minimum of work by State Forces places stone on the road. (Tons)	X	
417 REPAIR AND/OR REPLACEMENT OF PORTLAND CEMENT CONCRETE PAVEMENT JOINTS: Repair of spalls at joints and/or replacement of joint filler material. This activity is for complete joint rehabilitation and is not to be used for routine joint maintenance.	X	
418 PORTLAND CEMENT CONCRETE PAVEMENT SLAB REPAIRS: Replacement of slabs, including Portland Cement Concrete overlays and grooving.	X	

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SHOULDERS, TURNOUTS, AND DRAINAGE (SERIES 420)		
421 RECONDITIONING: Restoring shoulders or turnouts to proper elevation and width.	X	
422 BITUMINOUS RETREATMENTS: Bituminous retreatments of existing hard surfaced shoulders.	X	
423 DRAINAGE STRUCTURES: Repairs or replacement of minor structures provided they are not designed to strengthen or change the dimension of the structure; includes drainage structures that have an opening of less than 36 square feet.		X
424 EXTRAORDINARY CLEANING OF MAJOR OUTFALL DITCHES AND CHANNELS		X
ROADSIDE (SERIES 430)		
431 MAJOR CUT AND FILL WASHOUTS AND SLIDES: Replacing major cut and fill slopes, and the removal of major slides.		X (If emergency work, implement Environmental's After the Flood guidance)
432 ROADSIDE STRUCTURES: Replacement of sidewalks, retaining walls, ripraps, curb and gutter, drop inlets, slope pavement, right-of-way markers, and other similar structures and facilities, provided the replacement is of similar design and dimensions.		X
433 MAJOR WAYSIDES AND REST AREA: (WAYSIDES and REST AREAS HAVING SPECIAL SECTION NUMBERS) Major repairs or replacements to rest rooms, custodian quarters, parking lots, and other facilities.		X
434 REPLACEMENT OF RIGHT-OF-WAY FENCES	X	
435 RESEEDING, MULCHING, SODDING, AND RESOILING: Major replacement of soil, sod, mulch, fertilizer, and reseeding areas without vegetation.	X	
436 REPLACEMENT OF GUARDRAIL	X	
437 REPLACEMENT OF EXISTING SHRUBS, TREES, ETC.	X	
439 SPRAYING BRUSH: Control of brush by the use of herbicides.		X (Only if the activity cannot comply with management recommendations within designated Vegetation Management Areas, otherwise clear to proceed with activity. Vegetation Management Areas are identified on maps within the following Area Headquarters: Bethel, Christiansburg, Burnt Chimney, Covington, Millboro, Triangle, Warm Springs, Fishersville, McDowell, Swoope, Verona.)

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SIGNS (SERIES 440)		
441 SIGNS: Replacing signs trusses, replacing, and refurbishing of major signs, replacing light fixtures on replaced trusses.	X	
442 TRAFFIC SIGNALS: Replacing traffic signals, controllers, treadles, poles, conduits, wiring, etc.	X	
443 HIGHWAY LIGHTING: Replacing highway lighting fixtures, poles, conduit, wiring, etc. (Does not include bulb replacement).	X	
444 PAINT GUIDE LINES: Painting or repainting centerline and edge line. (Gallons of paint)	X	
445 PAINT PAVEMENT MESSAGES: Includes lettering or other information on the pavement; painting cautionary stripes on structures.	X	
446 OTHER PAVEMENT MARKING EXPENSES: All expenses incurred by District Pavement Marking crews due to non-productive time.	X	
447 REPLACEMENT OF RAISED PAVEMENT MARKERS	X	
448 THERMOPLASTIC PAVEMENT MARKING: Painting or repainting centerline and edge line with thermoplastic material.	X	
449 LOOP DETECTORS	X	
TUNNELS (SERIES 450)		
451 TUNNELS: Major repairs of replacements to tunnels.		X

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FERRIES, STRUCTURES WITH OPENING OF 6'X6' OR LARGER, FOOT BRIDGES AND PUBLIC LANDINGS (SERIES 460)		
461 REPAIRING SUBSTRUCTURE: Major repairs and replacements of that part of the structure recognized as the substructure, i.e., from the bridge seat down, provided replacements are of similar dimension and capacity as the original.		X
462 REPAIRING SUPERSTRUCTURE: Major repairs and replacements of that part of the structure recognized as the superstructure, i.e., above the bridge seat, provided replacements are of similar dimension and capacity as the original.		X
463 WATERPROOFING BRIDGE DECKS: Includes epoxy seals, etc.	X	
464 MAJOR REPAIRS TO FERRIES: Major repairs to ferry slips, landing bridge, decks, piers, service buildings and stationary equipment at river ferries. Major overhaul or repairs of ferry boats including runway dry dock charges.		X
465 STRUCTURE REPAIRS OR REPLACEMENT: Repairs replacement of numbered structures other than bridges which have an opening of 36 square feet or greater. These structures include pipe, box, and arch culverts.		X
466 MAJOR PAINTING OR REPAINTING OF STRUCTURES: Includes painting or repainting of superstructures and substructures.		X
467 UNDERWATER BRIDGE INSPECTION: All cost associated with inspection of underwater structures by consultants or the Research Council and other special projects approved by the Asset Management Division.	X	
WEIGH STATIONS (SERIES 470)		
471 WEIGH STATIONS: Replacement of electrical fixtures (other than bulbs), PA systems, scales, scale house and septic systems or major parts thereof, pedestrian tunnels, pumps, walls, cross beams, platforms, resurfacing of parking areas of approach and departure lanes.	X (DMV function)	
EMERGENCY WORK (SERIES 480) This Series may only be used when 7000 budget numbers have been assigned by the Asset Management Division for extraordinary emergency repairs. (Note: Other maintenance replacement activities may continue to be used with the 7000 budget numbers.)		
483 HAZARDOUS MATERIALS AND/OR WASTE: All expenses incurred as a result of inspection, testing, and removal of hazardous materials and/or waste.	X (Expenses only)	
484 REMOVAL OF DEBRIS: Salaries, expenses, and equipment costs incurred for removal of debris that resulted from extraordinary storm damage.	X (Costs only)	
SUPERVISION (SERIES 499)		
499 SUPERVISION	X	

MAINTENANCE ACTIVITIES LIST INCIDENTAL CONSTRUCTION

[NOTE: Incidental Construction is now implemented by Construction Division and only applies to Asset Management Division when their staff utilize Hired Equipment]

INCIDENTAL CONSTRUCTION ACTIVITIES	No coordination, discussion or submittal required with/to Environmental prior to beginning activity	Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity
<p>Construction is any operation, which changes the type, width, length, location, or gradient of a road, facility, or structure or the function of building into, or adding to such road, facility, or structure, features not included in the original construction. Incidental construction activities do not have work units.</p>		
GENERAL EXPENSES (SERIES 500)		
Note: Construction General Expense charges will be made directly to the Route, Section, or Budget Number on which such charges are incurred.		
501 ENGINEERING: Salaries, expenses, and equipment rentals for field engineering, inspection, materials testing, and inspection, engineering reports, estimates related to construction, and road roughness measurements.	X	
502 INCLEMENT WEATHER: Days lost from Inclement weather.	X	
503 EXPENDABLE EQUIPMENT: Purchase and repair of small tools and non-rental equipment; rental charges on inactive equipment; and similar items.	X	
RIGHT-OF-WAY (SERIES 510)		
511 ENGINEERING: Salaries, expenses, and equipment rentals or Right-of-Way Engineers, legal, office and preliminary expense in connection with the acquisition of Right-of-Way.	X	
512 LAND: Land Cost	X	
513 DAMAGES: Damages to crops and to residue.	X	
514 BUILDINGS: Erection, removal, or relocation of buildings or utility poles.		X (Only when activity involves the movement or demolition of structures, otherwise clear to proceed with activity)
515 FENCES: Erection, removal, or relocation of fences.		X (Only for activity in new location, otherwise clear to proceed with activity)
516 RIGHT-OF-WAY MARKERS: Cost and installation of Right-of-Way markers.	X	
ROADWAY CONSTRUCTION (SERIES 520)		
521 CLEARING AND GRUBBING		X
522 EARTHWORK, EXCAVATION, COMPACTION, INCLUDING SHOULDERS AND SLOPES		X
523 BORROW: EXCAVATION AND OVERHAUL		X
524 SUBGRADE: FINE GRADING AND TREATMENT	X	
525 SUPER-ELEVATION OR CURVES		X

**MAINTENANCE ACTIVITIES LIST
INCIDENTAL CONSTRUCTION**

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SURFACE AND BASE (SERIES 530)		
531 ADMIXTURES: CHEMICAL, BITUMINOUS, AGGREGATE, OR PORTLAND CEMENT	X	
532 ADDITION OF SURFACE OR BASE MATERIAL	X	
533 NEW SURFACE OR BASE MATERIAL	X	
534 STRAIGHT BITUMINOUS TREATMENTS	X	
535 PENETRATION TREATMENTS OR MIXED-IN PLACE TREATMENTS	X	
536 PLANT MIX TREATMENTS	X	

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SHOULDERS AND ENTRANCES (SERIES 540)		
541 WIDENING AND/OR GRADING		X (Only if activity involves land disturbing activities, otherwise clear to proceed with activity)
542 STABILIZING	X	
543 BITUMINOUS TREATMENTS	X	

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DRAINAGE STRUCTURES WITH OPENING OF 36 SQUARE FEET AND LARGER (SERIES 550)		
551 EXCAVATION, COFFER DAMS, PUMPING AND BACKFILLING		X
552 SUBSTRUCTURE INCLUDING FOOTINGS		X
553 SUPERSTRUCTURE		X
554 PROTECTIVE DEVICES		X
555 RIP RAP		X
556 LARGE PIPE LINES INCLUDING LARGE MULTIPLATE PIPES		X
557 BOX CULVERTS		X
DRAINAGE AND DRAINAGE STRUCTURES WITH OPENINGS LESS THAN 36 SQUARE FEET (SERIES 560)		
561 STRUCTURES		X
562 PIPE CULVERTS ACROSS ROADWAY	X	
563 PIPE CULVERTS ACROSS ENTRANCES	X	
564 BOX CULVERTS AND CATTLE PASSES		X
565 CONCRETE CURB AND GUTTER		X
566 PAVED OR RUBBLE MASONRY GUTTERS		X
567 RIP RAP		X
568 RETAINING WALLS		X
569 SUB-DRAIN, TILE DRAINS, CHANNELS, ETC.		X

MAINTENANCE ACTIVITIES LIST INCIDENTAL CONSTRUCTION

[NOTE: Incidental Construction is now implemented by Construction Division and only applies to Asset Management Division when their staff utilize Hired Equipment]

INCIDENTAL CONSTRUCTION ACTIVITIES	No coordination, discussion or submittal required with/to Environmental prior to beginning activity	Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity
Construction is any operation, which changes the type, width, length, location, or gradient of a road, facility, or structure or the function of building into, or adding to such road, facility, or structure, features not included in the original construction. Incidental construction activities do no have work units.		
TRAFFIC AND PEDESTRIAN SERVICES (SERIES 570)		
571 GUARD RAIL AND GUIDE POSTS	X	
572 ROUTE MARKERS, SECTION MARKERS, AND SIGNS	X	
573 HIGHWAY LIGHTING AND TRAFFIC SIGNALS	X	
574 PERMANENT TRAFFIC LANE STRIPES	X	
575 SIDEWALKS	X	
576 SNOW FENCES	X	
577 INTERSECTION RECONSTRUCTION AND CHANNELIZATION		X (Only if activity involves land disturbing activities, otherwise clear to proceed with activity)
578 CIVIL DEFENSE SIGNS AND MARKERS	X	
579 ICE DETECTION DEVICES	X	
ROADSIDE DEVELOPMENT (SERIES 580)		
581 GRADING, SLOPING, AND OBLITERATION OF SCARS		X
582 SOILING, SEEDING AND SODDING	X	
584 PLANTING, OR REPLANTING TREES, SHRUBS, CARE OF EXISTING VEGETATION, ETC.	X	
585 DRAINAGE CHANNELS		X
587 WAYSIDES AND TURNOUTS		X
588 TREE WELLS AND WALLS		X (Only if temporary access for walls involves land disturbing activities, otherwise clear to proceed with activity)
589 RUSTIC GUARD	X	

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INCIDENTAL CONSTRUCTION**

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<p>INCIDENTAL CONSTRUCTION ACTIVITIES</p> <p>Construction is any operation, which changes the type, width, length, location, or gradient of a road, facility, or structure or the function of building into, or adding to such road, facility, or structure, features not included in the original construction. Incidental construction activities do not have work units.</p>	<p>No coordination, discussion or submittal required with/to Environmental prior to beginning activity</p>	<p>Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity</p>
TOLL FREE FERRIES AND DOCKS (SERIES 590)		
591 FERRIES	X	
592 DOCKS, SLIPS, AND WHARVES		X
593 STATIONARY EQUIPMENT	X	
598 AID TO LOCALITIES	X	
SUPERVISION (SERIES 599)		
599 SUPERVISION	X	

MAINTENANCE ACTIVITIES LIST
ORDINARY MAINTENANCE

ORDINARY MAINTENANCE ACTIVITIES	No coordination, discussion or submittal required with/to Environmental prior to beginning activity	Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity
<p>Ordinary Maintenance is the function of preserving each type of roadway, structure, and facility as near as possible in its condition as constructed.</p>		
GENERAL EXPENSES (SERIES 100)		
101 ENGINEERING: Salaries, expenses, and equipment rentals for field engineering, inspection, and materials testing. Does not include traffic engineering; e.g., speed studies	X	
102 INCLEMENT WEATHER: All expenses incurred as a result of non-productive time due to inclement weather.	X	
103 EXPENDABLE EQUIPMENT: Purchase and repair of small tools and non-rental equipment not purchased exclusively for a specific activity.	X	
104 PAYMENTS TO TOWNS: Payments from Secondary Funds to those Towns of less than 3,500 population which elected to maintain their own streets (§ 33-50.2-1950 Code)	X	
105 EMPLOYEE EDUCATION: Salaries and wages only of employees while attending schools or short courses in maintenance technology.	X	
106 SERVICING EQUIPMENT: Routine maintenance of rental equipment; includes salaries and necessary supplies to wash, lubricate, change oil, oil filters, etc.	X	
108 TRAFFIC ENGINEERING: All engineering costs associated with sign and signalization studies.	X	
109 ADMINISTRATIVE OVERHEAD: Salaries of Maintenance Supervisor, his equipment, and expense account; utilities at area headquarters and all other costs not covered by other general expense activities, incidental to ordinary maintenance, and not related to a specific route, section or activity.	X	
SURFACE REPAIR-BITUMINOUS (SERIES 110)		
111 SPOT SEALING OR SKIN PATCHING OF ROAD SURFACE (Tons of Material)	X	
112 PREMIX PATCHING: Patching of the road surface using commercial or shop prepared mixes. (Tons of Material)	X	
113 SPOT RECONDITIONING: Including all surface and base repairs for reshaping and reconditioning sections of roadway less than 1,000 feet in length.	X	
114 SEAL CRACKS ON BITUMINOUS SURFACES (Gallon of Bituminous)	X	
115 TREAT BLEEDING PAVEMENTS	X	
116 SLURRY PATCHING WITH SLURRY MACHINE (Tons)	X	
117 HEAVY MECHANIZED PATCHING: Applications of hot or cold bituminous mixes with motor graders, paving machines, etc. (Tons)	X	
119 OTHER BITUMINOUS SURFACE MAINTENANCE: Includes planning/milling and smoothing bituminous surfaces: emergency patching with stone dust or other non-bituminous materials; cleaning intersections; etc.	X	

**MAINTENANCE ACTIVITIES LIST
ORDINARY MAINTENANCE**

ORDINARY MAINTENANCE ACTIVITIES Ordinary Maintenance is the function of preserving each type of roadway, structure, and facility as near as possible in its condition as constructed.	No coordination, discussion or submittal required with/to Environmental prior to beginning activity	Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity
SURFACE REPAIR—CONCRETE (SERIES 120)		
121 PATCH WITH CONCRETE: Patching holes, blow-ups, etc., including removal of existing concrete. (Cubic Yards of Concrete)	X	
122 CONCRETE JOINTS: Removing and replacing joint filler, pouring joints, trimming joints, and other maintenance of concrete joints. (Linear Feet)	X	
123 GROUTING, UNDERSEALING, OR PAVEMENT JACKING: Pumping bituminous material under pavement, filling voids by grouting, and pavement jacking.		X (Only if activity involves drainage structures or bridges, otherwise clear to proceed with activity)
129 OTHER REPAIRS TO CONCRETE PAVEMENT: Includes emergency repair of blow-ups, epoxy patching, patching of concrete with bituminous material, and pouring, or trimming cracks.	X	
NON-HARD SURFACES (SERIES 130)		
131 PATCHING NON-HARD SURFACE ROADS: Patching holes, rough spots, and weak sections by adding spot surfacing material to sections less than 1,000 feet in length. (Tons of material)	X	
132 MACHINING NON-HARD SURFACED ROADS: Includes dragging, blading and other incidental labor required to pickup rocks or debris; includes minor shaping of ditches. (Road mile machined)		X (Only if activity involves drainage structures or ditching, otherwise clear to proceed with activity)
133 APPLY DUST PALLIATIVES: Application of dust palliatives such as calcium chloride and sodium chloride. (Tons of material)	X	
134 APPLY DUST PALLIATIVES: Application of dust palliatives such as liquid calcium chloride. (Gallon)	X	
139 OTHER NON-HARD SURFACE MAINTENANCE: Other maintenance of non-hard surface roads not covered by the above activities.		X (Only if activity involves drainage structures or ditching, otherwise clear to proceed with activity)
SHOULDER MAINTENANCE (SERIES 140)		
141 MACHINE NON-HARD SHOULDERS (Shoulder Miles)	X	
142 REPAIR NON-HARD SURFACE SHOULDER WITH SOIL OR AGGREGATE (Tons of material)	X	
143 WEDGING NON-HARD SURFACED SHOULDER WITH BITUMINOUS MIXES (Tons of material)	X	
144 REPAIR OF HARD SURFACED SHOULDERS (Tons of material)	X	
145 SEAL CRACKS ON BITUMINOUS SHOULDERS: Also includes sealing. (Gallons of Bituminous)	X	
146 MACHINE HIGH SHOULDERS: The machining of high shoulders where surplus material must be loaded and hauled. (Shoulder miles)	X	
149 OTHER SHOULDER CARE: Includes applying dust palliatives to shoulder	X	

**MAINTENANCE ACTIVITIES LIST
ORDINARY MAINTENANCE**

ORDINARY MAINTENANCE ACTIVITIES Ordinary Maintenance is the function of preserving each type of roadway, structure, and facility as near as possible in its condition as constructed.	No coordination, discussion or submittal required with/to Environmental prior to beginning activity	Review Activity with Residency Environmental Specialist 120 Days Prior to Beginning Activity
DITCHES AND DRAINAGE (SERIES 150)		
151 CLEAN AND RESHAPE DITCHES BY MACHINE: Cleaning where the ditch spoil is loaded and hauled. (Ditch Miles)		X
152 CLEAN AND RESHAPE DITCHES BY MACHINE: Cleaning where ditch spoil is used on shoulders or wasted without loading or hauling. (Ditch miles)		X
153 HAND CLEANING DITCHES: To include all hand ditch work not related to activities 151 and 152. (Feet of ditch)	X	
154 CLEANING & REPAIR MINOR DRAINAGE STRUCTURE: includes maintenance and repair of all unnumbered drainage structures; that is all drainage structures that have an opening of less than 36 square feet.		X
159 OTHER DRAINAGE CARE: Cleaning curb, gutter, and other items not covered above.	X	
ROADSIDE (SERIES 160)		
161 EROSION REPAIR, MINOR STORM-RELATED WORK, AND REMOVAL OF MINOR SLIDES: Repairing cut slopes, fill slopes, wash-outs, and the removal of minor slides, patrolling, traffic control, debris and tree removal, and other minor storm related maintenance.		X
162 CLEANING RIGHT-OF-WAY: Cleaning major portion of right-of-way of paper, bottles, cans, and debris. (Miles cleaned)	X	
163 DEAD ANIMAL AND LITTER PATROL: Daily or weekend patrol for dead animals and litter.	X	
164 RESEEDING, MULCHING, SODDING, AND RESOILING: Replacing soil, sod, mulch, and reseeding areas without vegetation.	X	
165 PICNIC AREAS, WAYSIDES, AND REST AREAS: Care and replacement of picnic tables and benches; painting and minor repairs to shelters, custodians quarters, and rest rooms; includes utilities and custodians salaries; includes waste treatment costs.	X	
166 ROADSIDE STRUCTURES: Repairs and maintenance of sidewalks, retaining walls, riprap, right-of-way markers, curb, gutter, and other similar structures.	X	
167 FENCES: Maintenance and repair of right-of-way and access control fences.	X	
168 STREET SWEEPING: Routine mechanical cleaning of roadways (not related to other operations, e.g. snow removal, surface treatment etc.)	X	
169 MAINTENANCE OF BIKE PATHS		X (Only if the activities involves land-disturbing activities or drainage structures, otherwise clear to proceed with activity)

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ORDINARY MAINTENANCE**

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VEGETATION CONTROL (SERIES 170)		
171 TRACTOR MOWING (Acres)		X (Only if the activity cannot comply with management recommendations within designated Vegetation Management Areas, otherwise clear to proceed with activity. Vegetation Management Areas are identified on maps within the following Area Headquarters: Bethel, Christiansburg, Burnt Chimney, Covington, Millboro, Triangle, Warm Springs, Fishersville, McDowell, Swoope, Verona.)
172 HAND MOWING: Hand mowing using scythes, sickles, power hand mower, etc.	X	
173 BRUSH CUTTING: Cutting and removal of brush. (Acres cut)		X (Only if the activity cannot comply with management recommendations within designated Vegetation Management Areas, otherwise clear to proceed with activity. Vegetation Management Areas are identified on maps within the following Area Headquarters: Bethel, Christiansburg, Burnt Chimney, Covington, Millboro, Triangle, Warm Springs, Fishersville, McDowell, Swoope, Verona.)
174 SPRAY WEEDS OR GRASS: Control of weeds by spraying; use of growth inhibitors or soil sterilants on grass. (Gallon of mixed spray)		X (Only if the activity cannot comply with management recommendations within designated Vegetation Management Areas, otherwise clear to proceed with activity. Vegetation Management Areas are identified on maps within the following Area Headquarters: Bethel, Christiansburg, Burnt Chimney, Covington, Millboro, Triangle, Warm Springs, Fishersville, McDowell, Swoope, Verona.)
175 TRIM AND REMOVE TREES	X	
176 SPRAY BRUSH: Control of brush by use of herbicides or soil sterilants. (Gallon of mixed spray)		X (Only if the activity cannot comply with management recommendations within designated Vegetation Management Areas, otherwise clear to proceed with activity. Vegetation Management Areas are identified on maps within the following Area Headquarters: Bethel, Christiansburg, Burnt Chimney, Covington, Millboro, Triangle, Warm Springs, Fishersville, McDowell, Swoope, Verona.)

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ORDINARY MAINTENANCE**

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SIGNS AND TRAFFIC CONTROL (SERIES 180)		
181 SIGNS: Replacing, cleaning, repairing clear coating, repainting, or resetting signs.	X	
184 TRAFFIC SIGNALS: Maintenance of and electricity for traffic signals.	X	
185 RAILROAD PROTECTION DEVICES: Payments to railroads for State's portion of maintenance and operation of grade crossing, flashing light signals and gates (§ 56—406.2 Code of Virginia)	X	
187 MAINTENANCE OF REVERSIBLE LANES	X	
188 VANDALIZED SIGNS: All costs associated with the repair or replacement of vandalized signs and supports.	X	
TRAFFIC SERVICE AND OPERATIONS (SERIES 190)		
191 REPAIR OR RESET GUARD RAIL (Feet of guard rail)	X	
192 CLEAN AND/OR PAINT GUARD RAIL (Feet of guard rail)	X	
193 HISTORICAL MARKERS: Installation and maintenance of historical markers.	X	
194 TRAFFIC COUNTS: Traffic counts that are not a part of routine counts.	X	
195 HIGHWAY LIGHTING: Maintenance of and electricity for highway lighting.	X	
196 HOLIDAY SAFETY SERVICE PATROL: Service rendered to the traveling public, including payment for gasoline, etc.	X	
197 OPERATION AND MAINTENANCE OF FOG WARNING AND LIGHTING SYSTEM	X	
198 MAINTENANCE OF IMPACT ATTENUATORS AND GLAREFOILS	X	
199 OPERATION AND MAINTENANCE OF HIGHWAY ADVISORY SYSTEM	X	

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SNOW AND ICE CONTROL (SERIES 200)		
201 DEICING CHEMICAL CONTAMINATION: All costs incurred in the repair or replacement of facilities damaged by run-off from deicing chemicals.	X	
202 CHEMICAL STORAGE CONTAINMENT: All emergency costs incurred for the installation and maintenance of setting ponds and/or associated piping designed to prevent chemical contamination of adjacent private property.	X	
203 SNOW REMOVAL EXPENDABLE EQUIPMENT: Cost of non-rental spreaders, plows, or other specific snow removal equipment not chargeable to a specific route and/or section.	X	
211 STANDBY AND PATROL FOR SNOW & ICE CONTROL BY STATE FORCES AND EQUIPMENT	X	
212 STANDBY TIME FOR SNOW & ICE CONTROL BY HIRED EQUIPMENT	X	
213 SNOW FENCE: Erection and removal of snow fence. (Linear feet of snow fence)	X	
214 OTHER SNOW AND ICE CONTROL SUPPORT: Includes such items as cleaning, printing, servicing non-rental snow removal equipment, and cleaning & washing bridges after storms.	X	
215 SNOW REMOVAL AND ICE CONTROL BY STATE FORCES	X	
216 SNOW REMOVAL AND ICE CONTROL BY HIRED EQUIPMENT	X	
217 AVAILABILITY FEE: Fee paid to hired equipment owners for making their equipment available for snow removal.	X	
218 SNOW REMOVAL: Includes salaries of superintendent or other supervisory personnel and timekeeper, their expenses and rental equipment for supervision of snow removal operations.	X	
STRUCTURES (SERIES 220)		
221 REPAIRING SUB-STRUCTURES: Minor repairs, repainting, removal of drift and ice flows, and replacements of that part of the structure recognized as the substructure, i.e., from the bridge seat down.		X
222 REPAIRING SUPER-STRUCTURES: Minor repairs, repainting and replacement of handrails and other parts damaged by traffic, and replacements of that part of the structure recognized as the superstructure, i.e., above the bridge repairs to endwalls.	X	
223 MINOR REPAIRS TO LARGE PIPE LINES: Repairs to all numbered pipe lines, including pipe arch, that have an opening of 36 square feet or greater; includes repairs to endwalls.		X
224 MINOR REPAIRS TO BOX CULVERTS: Repairs to all numbered box culverts that have an opening 36 square feet or greater; includes repairs to endwall.		X
225 WATERPROOF BRIDGE DECKS: Includes epoxy, etc., treatments to bridge decks, wheel guards and rails.	X	
226 UNDERWATER SUB-STRUCTURE INVESTIGATIONS	X	

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DRAWBRIDGES AND FERRIES (SERIES 230)		
<p>231 OPERATIONS OF DRAWBRIDGES: All expenses in connection with the operation of drawbridges and safety devices for the protection of traffic using the drawbridge. To include fuel, power, lights, traffic signals, gates, wages, etc.</p>	X	
<p>232 REPAIR TOLL FREE FERRIES: Minor repairing, repainting, servicing, etc. of ferryboats, docks, and slips and stations equipment.</p>		X
<p>233 OPERATIONS OF TOLL FREE FERRIES: Salaries of regular, or no-call attendants; public utility service, rentals, power, fuel, navigation lights, lighting, etc. in connection with the operation of ferries or the stationary equipment used in connection with the ferries.</p>	X	
<p>234 REPAIR TOLL FERRIES: Minor repairing, repainting, servicing, etc., of ferryboats, docks, slips, and stationary equipment.</p>		X
<p>235 OPERATION OF TOLL FERRIES: Salaries of regular or on-call attendants; public utility service, rental, power, fuel, navigation lights, lighting, etc., in connection with the operation of ferries or the stationary equipment used in connection with the ferries.</p>	X	
<p>257 MAINTENANCE OF TUNNEL RE-BROADCAST & TWO-WAY RADIO SYSTEMS-All cost incurred in the maintenance and repair of a tunnel: AM/FM Re-broadcast & Emergency Override radio systems; Operations, Maintenance, Police, Fire & Rescue two-way radio repeaters; and Operations radio systems.</p>	X	
<p>259 MAINTENANCE OF TUNNELS (OTHER TUNNEL MAINTENANCE NOT INCLUDED ABOVE): All cost incurred in the structural, electrical, mechanical, and general maintenance of the tunnel, repairs to stationary equipment, and painting of the tunnel facilities.</p>	X	
TUNNELS (SERIES 250)		
<p>252 OPERATION OF TUNNELS: Operation of emergency equipment & tunnel traffic control systems, cost of routine patrols, and salaries of ventilation equipment operators, utility services, fuel supplies, water quality testing, and other services incidental to the operation of the tunnel.</p>	X	
<p>253 INSPECTION OF TUNNELS: All costs associated with the inspection of tunnels to include structural, mechanical, and electrical items and work by consulting engineers and/or State Forces.</p>	X	
<p>254 CLEANING OF TUNNELS: All cost associated with the cleaning of tunnel walls, ceiling, air-ducts and roadways.</p>	X	
<p>255 MAINTENANCE OF TUNNEL ROADWAY LIGHTING SYSTEM: All cost incurred in the maintenance and repair of tunnel roadway lighting systems.</p>	X	
<p>256 MAINTENANCE OF TUNNEL DRAINAGE AND DISCHARGE SYSTEM: All cost incurred in the maintenance and repair of tunnel and drainage & discharge systems. Includes roadway grates, drainpipe, pump valves, sump tanks, and discharge systems.</p>	X	

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NON-ROADWAY RELATED EXPENDITURES (SERIES 260)		
261 BUS SHELTERS: Expenditures in conjunction with the upkeep and minor repairs to mass transit bus shelters.	X	
262 WRECKER SERVICE: All cost associated with providing wrecker service at strategic locations.	X	
TRAFFIC MANAGEMENT SYSTEM (TMS) (SERIES 270)		
271 TMS-ADMINISTRATION: Includes salaries and maintenance of building and computer.	X	
272 TMS-GENERAL FIELD MAINTENANCE	X	
272 TMS-CCTV MAINTENANCE	X	
274 TMS-VMS MAINTENANCE	X	
275 TMS-ELECTRONIC GATE MAINTENANCE	X	
276 TMS-COMMUNICATION MAINTENANCE	X	
277 TMS-LOOP MAINTENANCE	X	
278 TMS-UTILITY EXPENDITURES AND LIGHTING MAINTENANCE	X	
SUPERVISION (SERIES 299)		
299 SUPERVISION: Salaries, expenses and equipment rental for supervision of all ordinary maintenance activities except snow removal by superintendents, acting superintendents and timekeepers.	X	